

ADDITIONAL DATA SHEET

SUPPORTING DOCUMENTATION BUPERSINST 5300.10A

Your responses to the following questions, along with the information provided in your resume, will determine whether you are referred for the vacant position(s). To ensure that your resume receives the best possible job consideration, please answer all questions completely as applicable.

NAME:	SSN:
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1. JOB OPPORTUNITY ANNOUNCEMENT NUMBER FOR WHICH YOU ARE APPLYING:

2. ARE YOU ANY OF THE FOLLOWING: (PLEASE CHECK ONE)

- ☐ CURRENT NAVY CIVIL SERVICE EMPLOYEE
- ☐ CURRENT NAVY NAF EMPLOYEE
- ☐ CURRENT DOD CIVIL SERVICE EMPLOYEE
- ☐ CURRENT DOD NAF EMPLOYEE
- ☐ FORMER NAVY CIVIL SERVICE OR NAF EMPLOYEE
- ☐ SPOUSE OF RELOCATING MILITARY MEMBER OR DOD CIVILIAN (ATTACH A COPY OF THE SPOUSE'S PCS ORDERS)

3. ARE YOU CURRENTLY ON LWOP? ☐ YES ☐ NO

4. ARE YOU A UNITED STATES CITIZEN? ☐ YES ☐ NO

5. WHAT IS THE LOWEST ANNUAL SALARY THAT YOU WILL ACCEPT? \$.

6. WHAT IS YOUR TYPING/KEYBOARD SPEED? WORDS PER MINUTE

7. BACKGROUND SURVEY: (ANSWERS TO THE FOLLOWING QUESTIONS ARE STRICTLY VOLUNTARY).

- A. RACE/ETHNIC STATUS: ☐ AMERICAN INDIAN OR ALASKAN NATIVE ☐ BLACK ☐ HISPANIC
☐ ASIAN OR PACIFIC ISLANDER ☐ WHITE
- B. SEX: ☐ FEMALE ☐ MALE

APPLICANT INFORMATION. Information provided as part of your application package may be verified at any time. False or fraudulent information may be grounds for withdrawing a position offer or result in termination of Federal employment, and may be punishable by fine or imprisonment. Upon selection you will be required to sign a statement that all information provided is true, correct, complete and make in good faith.

PRIVACY ACT INFORMATION. Your Social Security number (SSN) is requested under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example on unpaid student loans. Providing your SSN is voluntary, however, if you do not give us your SSN or any other information requested, we cannot process your resume, which is the first step in getting a job. The information provided on your resume will be used for employment consideration. We cannot be held responsible for safeguarding privacy act information during the e-mail transmission process.

ETHNIC IDENTIFICATION INFORMATION: You are requested to furnish this information under the authority of 42 U.S.C. 2000e-16, which requires that Federal employment practices be free from discrimination and provide equal employment opportunities for all. Solicitation of this information is in accordance with Department of Commerce Directive 15, "Race and Ethnic Standards for Federal Statistics and Administrative Reporting." This information will be used in planning and monitoring equal employment opportunity programs and to identify employees for inclusion in skill banks and referral pools. Your furnishing this information is voluntary. Your failure to do so will have no effect on you or your Federal employment. If you fail to provide the information, however, then the employing agency will attempt to identify your race and national origin by visual perception.

EQUAL EMPLOYMENT OPPORTUNITY. The Department of the Navy is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, or other merit factors.